

# Chapter 1 - The Consultant Selection Process

## Introduction

### Requirements

There are several Louisiana State and Federal regulations that deal with the procurement of architectural and engineering services:

LA R.S. 38:2318.1 (A) explains the process by which political subdivisions shall select firms to provide engineering and architectural services:

*“It is the policy of the state of Louisiana, its political subdivisions, and agencies to select providers of design professional services on the basis of competence and qualifications for a fair and reasonable price. Neither the state nor any of its political subdivisions or agencies may select providers of design services wherein price or price-related information is a factor in the selection.”*

LA R.S. 2:1 (24), an airport sponsor is considered a political subdivision:

*“Sponsor” means any state agency, city, town, parish, airport authority, or other political subdivision which owns, leases, or controls any airport, landing field, landing strip, seaplane base, helipad, or aid to air navigation.”*

Also, for airports receiving grants from the Federal Aviation Administration (FAA) through the Airport Improvement Program (AIP), compliance with numerous statutes and regulations requires the use of qualifications based procedures when procuring consultant services.

USC Title 49>Subtitle VII.Part B>Chapter 471>Subchapter I>Section 47107: Project Grant Application Approval Conditioned on Assurances About Operations:

*“Each contract and subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, and related services will be awarded in the same way that a contract for architectural and engineering services is negotiated under chapter 11 of title 40 or an equivalent qualifications-based requirement prescribed for or by the sponsor.”*

USC Title 40>Subtitle I>Chapter 11: Selection of Architects and Engineers requires:

*“The policy of the Federal Government is to publicly announce all requirements for architectural and engineering services and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.”*

CFR Title 49>Part 18>Subpart C>Section 18.36 (t) requires:

*“FHWA, UMTA, and Federal Aviation Administration (FAA) grantees and subgrantees shall extend the use of qualifications-based (e.g., architectural and engineering services) contract selection procedures to certain other related areas and shall award such contracts in the same manner as Federal contracts for architectural and engineering services are negotiated under Title IX of the Federal Property and Administrative Services Act of 1949, or equivalent State (or airport sponsor for FAA) qualifications-based requirements. For FHWA and UMTA programs, this provision applies except to the extent that a State adopts or has adopted by statute a formal procedure for the procurement of such services.”*

In addition to Federal statutes and regulations, airport sponsors who receive federal grants from the FAA also agree to adhere to certain conditions when accepting the funding agreements:

Advisory Circular 150/5100-14D “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects” is mandatory as part of the sponsor’s grant assurances (as referenced in USC Title 49 above). According to the Application section of this document:

*“Airport sponsors must use qualifications based selection procedures in the selection and engagement of consultants in the same manner as Federal contracts for architectural and engineering services negotiated under Title IX of the Federal Property and Administration Services Act of 1949, or equivalent State/sponsor qualifications based requirements.”*

Grant Assurance 32 requires the sponsor to adhere to the following for Engineering and Design Services:

*“It will award each contract, or subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administration Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.”*

The AIP Sponsor Certification for Selection of Consultants is also submitted with a sponsor's federal grant application. Through this document the sponsor certifies that consultant services have been procured as required, and it becomes part of the funding agreement upon acceptance of the grant by the sponsor.

Therefore, all Louisiana airport sponsors are required by law to select these services based on "competence and qualifications for a fair and reasonable price", which is often referred to as a qualification based selection. In addition, airport sponsors receiving Federal grants must comply with the qualification based selection system described in the Advisory Circular, unless equivalent State/local requirements exist.

### **Development of a Process**

As stated above, airport sponsors who receive grants through the Airport Improvement Program (AIP) agree to procure consultant services in accordance with the guidelines established by the FAA in Advisory Circular 150/5100-14. The guidance in the Advisory Circular allow for a sponsor to establish "equivalent" requirements for procuring consultant services in lieu of the requirements contained in the Circular.

This Chapter describes a selection system developed and recommended by LADOTD Aviation Section for use by airport sponsors in selecting an airport consultant for airport development projects, based upon the guidance provided in AC 150/5100-14D; specifically, the guidelines for a formal consultant selection were used. Use of this system assures the sponsor of compliance with not only State requirements, but with Federal Aviation Administration regulations and assurances as well. The various forms and documents referred to in the LADOTD Aviation Section system can be found in Appendix A, and are also available through the LADOTD Aviation Section website and the LADOTD Aviation Section office.

An airport sponsor may elect to use its own system of selecting an airport consultant; however, the sponsor should ensure that its system is in compliance with all Federal and State requirements. Failure to do so could result in the loss of Federal and/or State funding for the sponsor. The recommended LADOTD Aviation Section selection system provides a good basis for comparison and evaluation of a sponsor's own system. Should the sponsor elect to proceed with its own selection system, it is **highly** recommended that LA DOTD Aviation Section first review the sponsor's system to ensure compliance.

## **Step 1 – Determine Type of Selection**

The first step in the consultant selection process is for the airport sponsor to determine what type of selection it is seeking. Will services be procured for a single project, or will the sponsor be seeking a consultant to provide services for multiple projects? A brief summary of the two different types follows below. Before determining which type of selection to undertake, it is always recommended that the sponsor's LADOTD Aviation Program Manager be consulted for guidance as to the recommended course of action.

**A. Single Project Selection**

This type of selection is self-explanatory; the airport sponsor will be advertising for consultant services for a single project. Any subsequent projects the sponsor wishes to procure services for must be advertised separately.

**B. Multiple Project Selection**

This type of selection, as the name suggests, involves the procurement of consultant services for multiple projects. The type of contracts involved with this type of selection often include a “Master Services Agreement” (MSA) which contains the terms and conditions of the agreement, and supplemental agreements or work orders for each individual project which contain the fees associated with that project. Although a MSA may include all projects for which services have been advertised, fees must still be negotiated on a project-by-project basis, as discussed further in this Chapter. All projects procured by a multiple-project selection must be specific in description rather than general.

When determining which type of selection to proceed with, the airport sponsor should discuss its five (5)-year Capital Improvement Program (CIP) with its LADOTD Aviation Program Manager. The only projects that should be included in the advertisement for services are those which can reasonably be expected to receive funding within a five (5)-year period, and again the project descriptions should be specific rather than general. Once the sponsor determines which projects will be included in the advertisement for services, proceed to **Step 2**.

## **Step 2 - Form a Consultant Selection Committee**

Once the sponsor has decided which projects it wishes to procure services for, the next step in the process is for the airport sponsor to establish a consultant selection committee. This is the committee that will be responsible for developing a scope of work for the services contract being advertised, developing the selection criteria, creating an advertisement requesting qualifications from interested firms, receive and review statements of qualifications, and making a final recommendation to the airport sponsor based on the committee’s review of the firms.

When appointing members to the selection committee, the sponsor should make several considerations: the ideal committee size should be three (3) to five (5) members; at least one committee member should be an engineer, airport planner, or other aviation professional knowledgeable of the services required; the committee should be appointed based on an established administrative policy of the airport’s governing body; **no selection committee member shall be involved directly or indirectly with any firm competing for the required services**. Once the committee is appointed, each member is required to complete and sign the Consultant Selection Committee Form. This form acknowledges that the individual committee members understand and intend to follow all applicable rules concerning the consultant selection process.

## Step 3 - Establish Selection Criteria and Importance

The first action of the consultant selection committee should be to establish the selection criteria for the project(s) for which services are being advertised. There are basic criteria that should be included in any standard procurement; these basic criteria can be found on the form recommended by LADOTD Aviation for sponsors to receive statements of qualifications, the Federal Standard Form 330 (SF 330). The selection committee should review the SF 330 to determine it provides for adequate selection criteria for the airport sponsor's projects. Additional criteria may be added to the form, but the selection committee must contact LADOTD for review prior to the inclusion of any additional criteria. **Guidance on establishing and scoring special criteria can be found in Section H of the Statement of Qualifications Rating Worksheet, which is located in Appendix A-3.**

After establishing the selection criteria, the selection committee should then establish the individual importance of each of the criteria. The committee should consider any unique conditions that exist at the airport that may increase the importance of certain aspects of a consultant's qualifications in relation to the rest of the firm's qualifications. The SF 330 places each of the selection criteria into separate sections; the committee will incorporate the importance of each of the criteria in the selection process by assigning a "weight" to each section/criteria. The weight will be a numerical value from 1 (being the lowest) to 5 (being the highest), and will be used to increase/decrease the importance of that section in relation to the other sections. This will also convey to the firms which criteria are most important to the sponsor. Some sections of the form (such as the first four sections of Part I and the entirety of Part II) are not given a numerical value, but rather are given a "pass" or "fail" mark based on whether the applicant provided all information requested.

## Step 4 - Create Your Request for Consultant Qualifications (RFQ)

Now that the scoring system by which the consultants' qualifications will be evaluated has been established, the next step is to create a request for qualifications (RFQ). The RFQ is an advertisement that announces the airport sponsor's intention to enter a contract with a qualified consultant firm for services related to its grant-funded projects. Development of the RFQ is one of the most important steps in the consultant selection process, so the selection committee or airport sponsor should contact LADOTD for guidance during the process of developing the RFQ. A sample RFQ can be found in Appendix A-5 for further guidance on the development of the advertisement. **The airport sponsor/selection committee should contact LADOTD for review of the RFQ prior to the advertisement's publication.**

The RFQ is one of the most vital steps in the process of selecting an airport consultant, as it is the means by which the airport sponsor informs interested consultants of the projects the sponsor

is planning to implement in the near future. It also informs the potential firms of the qualifications which the sponsor is seeking in order to provide services for those projects. For this reason, the selection committee **must** ensure that the RFQ clearly defines the following:

- Project descriptions and projected timetable for implementation of those projects
- Estimated construction costs (if applicable)
- Unique project features
- Explanation of the process which will be used to select the successful firm
- Instructions on how to submit qualifications (SF 330) and where the form may be obtained
- Technical disciplines required
- Weighting factors for criteria
- Deadline for receipt of responses
- Address for submission of response
- Contact person for additional project information

The objective of the consultant selection process is to select the consultant most qualified to provide services to the airport sponsor at a fair and reasonable cost. Any omission or error involving the key components listed above could result in undesirable selection results and/or a finding by FAA or LADOTD that improper selection methods were used. Such a determination can result in suspension of funding to airport projects until the problem is corrected, which could result in the loss of funding opportunities for the airport sponsor. **Therefore, as part of this process the selection committee/airport sponsor should contact LADOTD Aviation Section for final review and comment on the RFQ before publication.**

## **Step 5 – Submit Pre-Advertisement Document Transmittal Form**

Prior to the publication of the RFQ, the selection committee must provide LADOTD Aviation Section with documentation showing that the process is being conducted in accordance with regulations. The documentation required in the Pre-Advertisement Document Transmittal ensure that a selection committee has been formed, proper selection criteria has been established by the committee, and that a proper RFQ has been developed. This transmittal should be done when submitting the RFQ to LADOTD for review.

The following documents are required in the Pre-Advertisement Document Transmittal:

- Completed Consultant Selection Committee Member Form for each member of the selection committee
- Weights for each section of the SF 330, as well as any additional criteria added to the form
- Proposed RFQ

LADOTD will respond in a timely manner to confirm that all documentation has been reviewed, at which point the airport sponsor should then publish the advertisement.

## Step 6 - Advertise Your Request for Qualifications

The sponsor should advertise in publications where the most qualified firms will see the advertisement, and for a period of time long enough to ensure as many potential firms will view the advertisement as possible. In addition to these considerations, there are also **requirements** associated with the publication of the RFQ:

- The advertisement **must** appear at least once time in the official State Journal, the Baton Rouge Advocate,
- The advertisement should also appear in the local newspaper where the project(s) are located
- Must appear at least 14 days prior to the deadline for the receipt of responses (although LADOTD recommends at least 30 days)

Also, if the sponsor intends to request proposals from firms after statements of qualifications have been received and evaluated, the RFQ must clearly state that the sponsor reserves the right to do so. Failure to clarify this in the advertisement could lead firms to believe that the final selection will be based solely on statements of qualifications and cause confusion.

## Step 7 – Receive Statements of Qualifications

The consultants responding to the advertisement will send a completed Statement of Qualification (SOQ), which is the SF 330, demonstrating the firm's qualifications and experience for the projects listed in the advertisement. A designated person should clearly mark the date and time of receipt of each unopened submittal envelope. Any SOQs received after the advertised deadline will remain unopened and will be marked "Disqualified - Received (Date) (Time)". All other SOQs will remain unopened until the Selection Committee begins its evaluation process.

## Step 8 - Evaluate Statements of Qualifications

Each member of the selection committee shall review and evaluate each statement of qualifications using two forms developed by LADOTD Aviation Section for this selection system **(both of which can be found on the enclosed CD or from LADOTD Aviation Section)**:

### Statement of Qualifications Rating Worksheet

The Statement of Qualifications Rating Worksheet guides the reviewer through the process of evaluating each section of the SF 330, advising the reviewer on what he/she should be looking for in the information/qualifications provided and how the items in each section should be

scored. The committee should note the guidelines pertaining to incomplete statements of qualifications and the disqualification of applications.

#### Statement of Qualifications Rating Sheet

The Statement of Qualifications Rating Sheet is the actual document used by the committee members to document a consultant's scores and will provide the committee with the basis by which to rank the firms once all reviews are complete. The Statement of Qualifications Rating Worksheet must be used in conjunction with this document in order to properly evaluate and score the consultant's SOQ.

Once all Statement of Qualifications Rating Sheets have been completed, the results are compiled on the **Consultant Qualifications Ranking Sheet**.

## **Step 9 – Prepare Pre-Selection Short-List**

Once all Statements of Qualifications have been properly evaluated by the selection committee, the committee will then prepare a Pre-Selection Short-List of the highest-ranked, best-qualified firms. With adequate response to the RFQ, the typical Pre-Selection Short-List should consist of three (3) to five (5) firms. The selection of the firms to this list is based on their final overall score as indicated by the Consultant Qualifications Ranking Sheet.

After preparing the Pre-Selection Short-List, the next course of action will depend on whether or not the committee will be requesting proposals from the Short-List firms. For single-project procurements that involve minimal complexity, the results of the statement of qualifications may be sufficient. For a multiple-project procurement involving one or more medium to large-scale projects, further evaluation may be needed. The airport sponsor should contact LADOTD Aviation Section for guidance on which approach is necessary. However, as stated in Step 6 if the committee elects to proceed with requesting proposals, it must have been clearly stated in the original advertisement that the sponsor reserves the right to further evaluation beyond the statements of qualifications.

If the selection committee will be making its recommendation based only on its review of the statements of qualifications, proceed to **Step 14**.

If the selection committee will be proceeding with further evaluation of the Pre-Selection Short-List firms, the committee should proceed to **Step 10**.



## Step 10 – Develop Request for Proposals

If the selection committee has decided that further evaluation of the firms on the Pre-Selection Short-List is necessary before making a final determination, then the next step in the selection process is to develop a request for proposals (RFP). The RFP is a document requesting proposals from firms by asking that the firm to submit a proposed method of accomplishing the referenced projects. This usually includes, but is not limited to:

- Proposed project schedule of major tasks and target completion dates
- The firm's technical approach to the project(s)
- A brief example of the consultant's capability, training, and experience to carry out value engineering (when included in the original advertisement).
- Recommended funding approach to completing the referenced projects

LADOTD Aviation has developed standard forms to be used for development of RFP's, as well as the review and evaluation of the proposals received from the qualified firms. The **Request for Proposals Rating Worksheet** and **Request for Proposals Rating Sheet** are to be used to review and score proposals received in response to the RFP (**both are available in Appendix A-8 and A-9, respectively, and through LADOTD Aviation Section**). A sample RFP is also available (Appendix A-10). Because the RFP involves much more detail than the request for qualifications, the selection committee and airport sponsor are highly recommended to coordinate with LADOTD Aviation Section in developing the RFP. The LADOTD Aviation Section should review the RFP prior to being sent to the Short-List firms.

The request for proposals must clearly explain the preferred format to be used by the firms in submitting proposals. Proposals can be received in a variety of forms, such as presentations, interviews, written proposals, or any combination of such. While the sample RFP provides a basic template for any format, once a format is chose the following elements should be added to the template:

- For interviews, the RFP must provide a list of topics that may be covered in the interview. The RFP should also give the length of time expected for each interview.
- For presentations, the RFP must specify whether the format of the presentation will be formal or informal. The choice may be left to the firms, however this must be clearly stated in the RFP
- For written proposals, the RFP must provide the desired size of the document (i.e., number of pages).

The RFP must be tailored to the type of procurement being taken on by the airport sponsor, as well as based on the specific projects for which services are being procured. For a single-project procurement, this may be by simply asking the firm for their recommended approach and how they would apply their resources toward accomplishing the project. For a multi-project procurement, the airport sponsor may want the firm to demonstrate their planning capability via a

recommended schedule of implementation of the projects, or even by submitting a recommended Capital Improvement Plan of its own in addition to a project-by-project schedule and approach.

## Step 11 – Submit Pre-RFP Document Transmittal Form

Prior to sending the request for proposals to the Short-List firms, the selection committee must provide LADOTD Aviation Section with documentation that the process is being conducted in accordance with regulations. The documentation required in the Pre-RFP Document Transmittal ensures that the rating of the firms was conducted properly, the Short-List firms were selected based on ranking and in accordance with the advertised process, and that a proper RFP has been developed.

The following documents are required in the Pre-RFP Document Transmittal:

- Completed Consultant Rating Sheet from each committee member
- The completed Consultant Qualifications Ranking Sheet
- Request for proposals document developed by the Committee
- Short List of Qualified Firms
- Draft RFP

LADOTD will respond in a timely manner to confirm that all documentation has been reviewed, at which point the airport sponsor should then proceed to **Step 12**.

## Step 12 - Notify All Respondents

The next step in the process is to notify the firms of the status of their application. The notification process proceeds as follows:

- The Short-List firms will be notified that they are on the Short-List of firms for further evaluation. Included in the notification will be the request for proposals, which will describe the criteria to be used for evaluation and the guidelines as to how to submit/present this information to the committee. The RFP sent out to the firms **must** be identical, as the information requested of each as well as the method of submittal must be very clearly stated to the firms.
- All other firms must be notified that they were not selected for further evaluation.
- Sample notification letters can be found in Appendix A-13 to A-16.

## Step 13 – Receive Proposals

Once all proposals have been received, each committee member must review and score each proposal using the request for proposals Rating Worksheet and Request for Proposals Rating Sheet, respectively. Whether reviewing a written proposal or presentation by the firm, the committee members shall review and rate each firm according to how well the firm's proposal demonstrates their qualifications for the proposed project(s). The evaluation should also take into consideration the information requested and format the firm was instructed to follow in the RFP.

Once all proposals have been scored by each committee member, each committee member's total score for each firm's proposal must be entered into the Consultant Proposal Rankings Sheet (**found in Appendix A-12**), along with their total cumulative score from the Consultant Qualifications Ranking Sheet. The resulting total score shall determine the consultant's final ranking.

## Step 14 – Make Recommendation to Airport Sponsor

After the committee has reviewed all qualifications and proposals submitted by firms in response to the request for qualifications (and if applicable, request for proposals), it is time to make a recommendation to the airport sponsor based on the final ranking of the Pre-Selection Short-List. The final ranking shall be based on the firms' final score as shown on the Consultant Qualifications Ranking Sheet, or if applicable, the Consultant Proposal Rankings Sheet.

The selection committee shall then provide the airport sponsor its final recommendation of the top-ranked, with the remaining Pre-Selection Short List firms ranked according to their final score as well. Once the recommendation is accepted by the airport sponsor, proceed to **Step 15**.

## Step 15 - Notify All Respondents

The next step in the process is to notify the firms of the status of their application. The notification process proceeds as follows:

- The top-ranked firm will be notified of its selection by the airport sponsor, and to expect a request for a fee proposal.
- The Short-List firms will be notified of the final ranking of firms, and that they may be contacted for negotiations if the negotiations with the top-ranked firm should fail.
- If the selection was made based on Statements of Qualifications only, then all other unsuccessful firms will need to be notified as well (unless notified as part of Step 12).
- A sample notification letter can be found in the appendix.

## Step 16 – Request Fee Estimate and Prepare Independent Fee Estimate

- A. **Request Independent Fee Estimate:** After accepting the recommendation of the Consultant Selection Committee, the airport sponsor will then direct the top-ranked firm to prepare a fee estimate for the services advertised. This step of the process will vary depending on if the sponsor advertised for one project, or for multiple projects:
1. **Single Project:** If the sponsor advertised for a single project, the sponsor shall direct the top-ranked firm to prepare a fee estimate for that project.
  2. **Multiple Projects;** if the sponsor advertised for multiple projects, the sponsor shall direct the top-ranked firm to prepare a fee estimate for the **next project only.**

Typically, the sponsor should expect a turnaround time of approximately 2-4 weeks from the date the firm is notified to the receipt of the fee proposal. While the fee estimate is being prepared by the firm, the sponsor should simultaneously prepare an Independent Fee Estimate

- B. **Prepare Independent Fee Estimate:** FAA requires a fee analysis of some type for all engineering contracts. The type of fee analysis will largely depend on the type of project and proposed scope of services. For assistance in determining the appropriate level of fee analysis, the sponsor should contact their LADOTD Aviation Section program manager for further guidance. The analysis will be used as the basis for negotiating with the number one ranked firm after the firm's fee estimate has been received. For projects which will not be receiving a FAA AIP grant, it is still necessary to consult your LA DOTD Aviation Section Program Manager.

## Step 17 - Negotiations

Negotiations should begin immediately after the selected consultant's fee proposal is received. The sponsor should reference the independent fee analysis when evaluating the firm's fee proposal. If for some reason a satisfactory contract cannot be negotiated with the number one ranked firm, the negotiations should be terminated. Then, depending on whether or not the sponsor advertised for services for multiple projects, one of the two following actions will be taken:

- A. **Single Project:** If negotiations for the project fail, the sponsor will conduct the negotiation process as described in this step with the next highest-ranked firm in sequence with the final ranking until a satisfactory contract can be negotiated. Once a firm is passed over during the negotiating process as a result of failure to negotiate a contract, , that firm will be removed from the list and no further negotiations with that firm will take place.

- B. **Multiple Projects:** If the negotiations for the **first** project have failed, the sponsor will conduct the negotiation process as described in this Step with the next highest-ranked firm in sequence with the final ranking until a satisfactory contract can be negotiated. If negotiations for any **subsequent** project have failed, the sponsor **must re-advertise** for the services for **that project**. Once a firm is passed over during the negotiating process as a result of failure to negotiate a contract, that firm will be removed from the list and no further negotiations with that firm will take place for **that particular project**.

## Step 18 - Prepare Draft Contract and Record of Negotiations

Once an agreement is reached with a firm based on fees and a scope of services, a draft contract between the sponsor and the firm should be prepared. The LA DOTD Aviation Section and/or the FAA will review the unexecuted contract and forward comments to the local airport sponsor.

## Step 19 – Submit Pre-Contract Document Transmittal

Prior to the execution of the contract between the airport sponsor and the consultant firm, the sponsor must provide LADOTD Aviation Section with documentation that the process is being conducted in accordance with regulations. The documentation required in the Pre-Contract Document Transmittal ensures that fees were negotiated in accordance with proper procedure (using a properly prepared Independent Fee Estimate as applicable) and that a proper contract for services has been drafted. This transmittal should be done when submitting the RFQ to LADOTD for review.

The following documents are required in the Pre-Contract Document Transmittal:

- Proof of advertisement (If not previously submitted)
- Completed Statement of Qualifications Rating Sheets (if not previously submitted in Step 10)
- Completed Consultant Qualifications Ranking Sheet (If not previously submitted in Step 10)
- Completed RFP Rating Sheets (if applicable)
- Completed Consultant Proposals Ranking Sheet (If applicable)
- Notification Letters to Firms (as applicable)
- Letter of Recommendation to Award to Selected Firm
- Independent Fee Estimate (if applicable)
- Record of Negotiations
- Draft Engineering Services Agreement

LADOTD will respond in a timely manner to confirm that all documentation has been reviewed, at which point the airport sponsor should then proceed to **Step 20**.

## Step 20 - Execute the Contract

Upon FAA and/or LA DOTD Aviation Section review and comment on the draft contract, the local airport sponsor and the consultant will execute the contract and forward it to their respective LA DOTD Aviation Section Program Manager.

## References

- Louisiana Law Revised Statutes Title 2, “Aeronautics”
- Louisiana Law Revised Statutes Title 38, “Public Contracts, Works, and Improvements”
- United States Code Title 40, “Public Buildings, Property, and Works
- United States Code Title 49, “Transportation”
- United States Code of Federal Regulations Title 49, “Transportation”
- Federal Aviation Administration Advisory Circular 150/5100-14D “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects”